

**LINO LAKES CHARTER  
COMMISSION MEETING  
AGENDA  
6:30 PM  
Thursday, April 8, 2021**

How to Join the Meeting on Zoom  
Phone: Dial 1 312 626 6799  
Meeting ID: 832 3905 2013  
Weblink: <https://us02web.zoom.us/j/83239052013>

1. **Call to Order and Roll Call**
2. **Pledge of Allegiance**
3. **Setting the Agenda**
4. **Open Mike / Public Comments**
5. ***Oath of Office* - Anthony Frolik, Dean Hausladen, and Dan Nicholson**
6. **City Administrator Sarah Cotton  
City update**
7. **Old Business**
  - A. **Approval of January 14, 2021 minutes**
  - B. **Legal Representation (no new information)**
  - C. **Open Positions on Charter Commission**
  - D. **Odd Year Elections (no new information)  
(See minutes of 10/10/2019 & 01/14/2021 for  
background)**
  - E. **Five-Year Plan Update**
8. **New Business**
  - A. **Charter Commission Budget Update**
9. **Next regular meeting scheduled for July 8, 2021**

**Caroline Dahl  
Chair**

**Chris Bretoi  
Secretary**

**DRAFT**  
**CITY OF LINO LAKES**  
**CHARTER COMMISSION**

**DATE** January 14, 2020  
**TIME STARTED** 6:30 p.m.  
**TIME ENDED** 6:55 p.m.  
**MEMBERS PRESENT** Bretoi, Dahl, Damiani, Davis, Rodrieguez, Poehling,  
Stanek, Trehus, and Vanderpoel  
**MEMBERS EXCUSED** Aldentaler  
**MEMBERS UNEXCUSED** None  
**STAFF MEMBERS PRESENT** City Clerk Julie Bartell  
**OTHERS PRESENT:** None

**CALL TO ORDER AND ROLL CALL**

Chair Dahl reconvened the meeting of the Lino Lakes Charter Commission at 6:30 pm on January 14, 2021.

**PLEDGE OF ALLEGIANCE**

Chair Dahl lead the Pledge of Allegiance.

**SETTING THE AGENDA**

Agenda was accepted as presented.

**OPEN MIC/PUBLIC COMMENT**

No one present opted to speak for the open mic.

**OLD BUSINESS**

**A. Approval of October 8, 2020 Minutes**

MOTION by Commissioner [redacted], seconded by Commissioner [redacted], approving the meeting minutes of October 8, 2020 as presented/with noted changes.

Motion passed (Trehus abstained).

**B. Legal Representation**

Chair Dahl stated that she had nothing new to report but welcomed input from the other members.

Commissioner Poehling asked the purpose of continuing to look for legal representation.

47 Chair Dahl replied that legal representation would be available to answer questions from the  
48 Commission.

49

50 **C. Open Positions on Charter Commission and Ongoing Advertising**

51 Chair Dahl stated that applications have been received and are being reviewed by the Judge that  
52 makes appointments. She noted that the group could potentially have three new members  
53 joining in April.

54

55 The City Clerk stated that as long as there are openings on the Commission, the City will  
56 continue to advertise for those positions. She stated that information is available at the front  
57 desk of City Hall for interested individuals. She noted that the positions have also been  
58 advertised in the City newsletter and *Quad Press*.

59

60 **D. Odd Year Elections**

61 Chair Dahl stated that she spoke with the City Administrator who confirmed that this item was  
62 on an agenda for the City Council previously but did not move forward.

63

64 The City Clerk provided background information. She noted that the topic was suggested for  
65 Council review by the Charter Commission and had been included in topics for a strategic  
66 planning session that was postponed due to COVID and the activity from the past year.

67

68 **E. Five Year Plan Update**

69 Chair Dahl stated that she also discussed this item with the City Administrator. She welcomed  
70 any questions or input from the Commission.

71

72 **NEW BUSINESS**

73

74 **A. State Law Amendments Impacting Charter Commissions**

75 The City Clerk provided background information on the State Law amendments that she noticed  
76 that impact Charter Commissions. She stated that previously the Charter Commission was  
77 allowed to receive up to \$1,500 annually for expenditures and that amount was allowed to  
78 increase based on a certain calculation.

79

80 Chair Dahl stated that the eligible amount per that calculation would be up to \$6,462.66. She  
81 commented that this amount would be an improvement from the previous \$1,500. She stated  
82 that currently the Charter Commission still is only allotted \$1,500 but if the additional funds are  
83 needed, the City could provide it out of its contingency fund.

84

85 Commissioner Trehus commented that he believes those funds are intended to be used for  
86 framing or amending the Charter and could include hiring a legal representative to assist in that  
87 process. He stated that his concern is that he feels the full amount should be included in the  
88 budget for the Charter Commission each year and recorded as such.

89

90 Chair Dahl commented that she could ask that the funds be allocated but noted that if the funds  
91 are not expended, they would go back into the general fund at the end of the year.

92

93 Commissioner Trehus stated that he would like that conversation to take place with the City  
94 Administrator. He stated that he would like to see the funds allocated in addition to secretarial  
95 and legal fees.

96

97 Commissioner Poehling commented that he believes it would be difficult to amend this year's  
98 budget because there is a lot of concern with potential shortfalls due to COVID.

99

100 Chair Dahl confirmed that the funds would be included in the budget for the next year.

101

102 The City Clerk stated that the budget is based on facts and known costs along with some  
103 estimations, noting that the contingency is allocated for that purpose. She stated that she is  
104 confident that the contingency would be available if needed.

105

106 Commissioner Trehus stated that he would prefer to have the funds allocated and they could be  
107 returned if not needed. He stated that going forward he would prefer to have the funds budgeted.

108

109 **B. 2021 Charter Commission Regular Meeting Calendar**

110 Chair Dahl noted that the calendar was included in the Commission packet.

111

112 **C. Other**

113 Chair Dahl noted that the City Administrator would like to attend the next Charter Commission  
114 meeting to introduce herself. She confirmed the consensus of the Commission to formally invite  
115 the City Administrator to the next meeting.

116

117 **NEXT MEETING DATE**

118 Chair Dahl noted the next meeting date is Thursday, April 8, 2021 and will be held via Zoom.

119

120 **ADJOURN**

121

122 MOTION by Commissioner Poehling, seconded by Commissioner Damiani, to adjourn the  
123 meeting at 6:55 p.m. Motion carried unanimously.

124

125 Drafted by: Amanda Staple, *TimeSaver Off Site Secretarial, Inc.*

**Lino Lakes Charter Commission  
Agenda Item 7C**

**STAFF ORIGINATOR:** Julie Bartell, City Clerk  
**MEETING DATE:** April 8, 2021  
**TOPIC:** Charter Commission Openings

**UPDATE**

The Lino Lakes Charter Commission is comprised of fifteen members. With the addition of three commissioners appointed by Chief Judge Hiljus in 2021, there are thirteen positions filled and two vacant commissioner positions.

Staff continues to communicate these openings to Lino Lakes' residents through the City newsletter, website, at City Hall, and through occasional notices in the *Quad Community Press*.

**CHARTER COMMISSION  
AGENDA ITEM 8A**

STAFF ORIGINATOR: Julie Bartell  
City Clerk

MEETING DATE: April 8, 2021

TOPIC: Charter Commission Budget Amendment

**BACKGROUND**

The Minnesota Legislature approved and the governor signed into law a bill that impacts charter commissions in the state. The law updated statutory language regarding charter commission appointments and spending limits.

As a result of the law change, the Lino Lakes Charter Commission requested that its 2021 budget be updated in accordance with the amount authorized by statute.

City Administrator Sarah Cotton requested and received approval of the attached action increasing the Charter Commission's budget appropriation for 2021.

**ATTACHMENTS**

Lino Lakes City Council Resolution No. 21-09

**CITY COUNCIL  
AGENDA ITEM 1D**

STAFF ORIGINATOR: Hannah Lynch, Finance Director

MEETING DATE: February 8, 2021

TOPIC: Consider Resolution No. 21-09, Amending the 2021 Charter Commission Budget

VOTE REQUIRED: 3/5

**BACKGROUND**

Minnesota Statutes § 410.06 provides that cities shall pay for reasonable and necessary charter commission expenses.

The 2021 City of Lino Lakes adopted budget includes line items of \$1,500 for charter commission direct expenses and \$1,000 for expenses related to minute taking for commissions meetings.

Effective August 1, 2020, Minnesota Statutes § 410.06 was amended to increase the limit on annual charter commission expenses required to be reimbursed by the city. Under the new law, the charter commission reimbursable expense limit is a sliding schedule calculated as .07% of the city's current certified general property tax levy with a minimum of \$1,500 and a maximum of \$20,000. Prior to this law change the limit was set at \$1,500.

Under the new law and based on a 2021 General Operating Levy of \$9,232,367, the amount of charter commission expenses that would be required to be reimbursed by the city is \$6,462.00.

The Lino Lakes Charter Commission is requesting council consideration of a budget amendment to allocate \$4,962.00 of contingency funds towards charter commission direct expenditures. It should be noted that any funds allocated and not expended would but reflected in the city's General Fund fund balance at year-end.

**RECOMMENDATION**

Staff recommends the approval of Resolution No. 21-09, Amending the 2021 Charter Commission Budget

**ATTACHMENTS**

Resolution No. 21-09

**CITY OF LINO LAKES  
RESOLUTION NO. 21-09**

**RESOLUTION AMENDING THE 2021 CHARTER COMMISSION BUDGET**

**WHEREAS**, the City Council has adopted a general operating budget for 2021, and

**WHEREAS**, the City Council may authorize the transfer of unencumbered appropriations to other purposes, and

**WHEREAS**, effective August 1, 2020, Minnesota Statutes § 410.06 was amended to increase the limit on annual charter commission expenses required to be reimbursed by the city, and

**WHEREAS**, the Charter Commission is requesting a budget amendment to allocate contingency funds, and

**NOW, THEREFORE BE IT RESOLVED** by The City Council of The City of Lino Lakes, that the general operating budget for 2021 be amended as follows:

**EXPENDITURES**

<b>Account Number</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Adjustment Amount</b>
101-405-4300-999	Professional Services - Charter Comm	1,500.00	6,462.00	4,962.00
101-499-4905-000	Contingency	75,000.00	70,038.00	-4,962.00
				\$ -

Adopted by the Council of the City of Lino Lakes this 8<sup>th</sup> day of February, 2021.

The motion for the adoption of the foregoing resolution was introduced by Council Member \_\_\_\_\_ and was duly seconded by Council Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

The following voted against same:

\_\_\_\_\_  
Rob Rafferty, Mayor

ATTEST:

\_\_\_\_\_  
Julianne Bartell, City Clerk